

U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OKLAHOMA CITY AREA INDIAN HEALTH SERVICE  
DIVISION OF HUMAN RESOURCES



**VACANCY ANNOUNCEMENT:** SER-06-0143-CM

**POSITION:** Information Technology Specialist,  
GS-2210-11 (One Position)

**OPENING DATE:** 09-11-06

**CLOSING DATE:** 09-29-06

**DUTY LOCATION:** Claremore Indian Hospital, Claremore, Oklahoma

**STARTING SALARY:** May be adjusted on Present/Former Federal Employees  
GS-11: \$54,503 per annum

**PROMOTION POTENTIAL:** None Beyond GS-11

**RELOCATION EXPENSES:** Travel May Be Authorized in  
with Federal Regulations.

**SUPERVISORY/MANAGERIAL:** No

**AREA OF CONSIDERATION:** IHS Wide

**DESCRIPTION OF ASSIGNMENT:** The incumbent will serve as the Information Technology Specialist for the hospital, which serves approximately 85,000 Indian Health Care recipients which reside within several counties in Northeastern Oklahoma. The Information Technology Specialist functions in collaboration with other members of the local, regional, and national MIS team, to insure the total availability of computer systems to end users at the Service Unit. Incumbent serves as a local specialist on microcomputer hardware, software, and application programs and assists in the support of the hospital mainframe computer system and the local area network. At the direction of the Site Manager, installs new MIS technology as required. Provides consultation, technical support, and training to end users in the operation, maintenance, and support of microcomputer hardware and software. Supports and advises the service unit staff to insure the total availability of the computer systems including PC's, servers, multi-connected processors, printers, and telecommunication devices. Assists the Site Manager in the performance of regularly scheduled system management and maintenance procedures designed to insure the integrity of the RPMS database in the service unit. Incumbent responsible for the maintaining of the local network mail servers, including installing and troubleshooting the hardware and software. Shares in the responsibility for on-the-job computer training, staff development, orientation and retraining as needed in systems including, but not limited to RPMS software applications, and Microsoft office applications software. Participates in the maintenance of MIS equipment inventory. During periods of staffing shortages or unusual situations, the incumbent may be assigned other duties to meet the needs of the hospital on a temporary basis.

**INDIAN PREFERENCE:** In the filling of this position by appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian preference candidates. Eligibility will be determined from current Indian Health Service Policy.

**EQUAL EMPLOYMENT:** Except for Indian Preference, consideration will be made without regard to any non-merit factor such as race, color, religion, sex, sexual orientation, national origin, politics, disabilities, marital status, age, or membership or non-membership in any employee organization.

**REASONABLE ACCOMODATIONS:** Reasonable accommodation is provided to applicants with disabilities, except when so doing would impose an undue hardship on the Indian Health Service. If you need a reasonable accommodation for any part of the application and hiring process please Notify the agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

**SELECTIVE SERVICE CERTIFICATION:** If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

**WHO MAY APPLY:**

**MERIT PROMOTION PLAN (MPP) CANDIDATES** - Applications will be accepted from status eligibles (e.g. reinstatement eligibles and current permanent employees in the competitive Federal service), from current IHS employees who are eligible for Indian Preference, and from individuals who are eligible for excepted appointment in IHS under some other authority (e.g. handicapped authority, etc.). Those MPP candidates eligible for Indian Preference, who so desire, may also apply under ESEP provisions by indicating on their application, "Consideration under both MPP and ESEP". Other than above, non-status eligibles are not included in the Area of Consideration.

Under the **Veterans Employment Opportunities Act (VEOA)**, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply for permanent positions as an MPP candidate, however veterans' preference is not a factor in these appointments. Candidates must submit a copy of their DD-214 or other proof of eligibility.

This Position is in a Tobacco-Free Environment

**ADDITIONAL SELECTIONS OF CANDIDATES MAY BE POSSIBLE WITHIN 90 DAYS FROM DATE THE CERTIFICATE OF ELIGIBLES IS ISSUED FROM THE VACANCY ANNOUNCEMENT, FOR FILLING ADDITIONAL SIMILAR VACANCIES.**

**EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES** - Applications will be accepted from individuals entitled to Indian Preference who wish consideration for excepted appointment in IHS, under the authority of 5 C.F.R., Part 213, Schedule A 213.3116(B)(8). (See **APPLICATION FORMS** for information on how to claim Indian Preference) **To Claim Veterans Preference** – applicants must submit a copy of their DD-214 or other proof of eligibility. Veterans with service connected disability and others claiming 10 point preference, must submit a completed SF-15, “Application for 10-Point Veterans’ Preference”, with all supporting documents. For more specifics on all Veterans employment issues such as Veterans’ preference or special appointing authorities, please refer to this hyperlink: [VetsInfoGuide](http://www.opm.gov/veterans/html/vetguide.asp/) at: <http://www.opm.gov/veterans/html/vetguide.asp/>

**VETERANS PREFERENCE** - Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

**PHS COMMISSIONED CORPS CANDIDATES:** See instructions at the end of this announcement.

**CAREER TRANSITION ASSISTANCE PLAN (CTAP) /INTERAGENCY CAREER TRANSITION PLAN (ICTAP):**

Surplus or displaced employees covered by the U.S. Department of Health & Human Services CTAP program or the ICTAP program for all agencies, may apply and will be given special selection priority if determined to be eligible and well qualified. Well qualified is defined as meeting all education, experience, knowledge's, skills & abilities (KSA's) with a score in the above average range of a four-level crediting plan for all KSA's. For information on how to apply and required proof of eligibility, please refer to these hyperlinks: for **CTAP** at <http://www.ihs.gov/JobsCareerDevelop/JobsAtIHS/doc/ctap.doc>, and for **ICTAP** at <http://career.psc.gov/chpublic/ictap.html>.

**CONDITIONS OF EMPLOYMENT:**

1. One position - Full-Time Permanent Appointment.
2. Physical Requirements – Requires lifting up to 80 lbs. in the placement of computer hardware and supplies.
3. Call backs may be expected to correct significant problems.
4. Applicant must possess and maintain a current State Driver's License. Travel throughout the Oklahoma Area and various other locations is required.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet all requirements cited in the following “QUALIFICATIONS REQUIRED” and “TIME-IN-GRADE REQUIREMENTS” sections within 30 days after the closing date of this announcement.

## QUALIFICATION REQUIREMENTS

Excepted Service Indian Preference applicants, both those who apply under the Excepted Service Examining Plan (ESEP) and those who are currently on permanent appointment in Indian Health Service, will be rated in accordance with the Indian Health Service Excepted Service Qualification Standards (if established). Normally, Competitive Service Indian Preference applicants will be rated in accordance with the Office of Personnel Management (OPM) Qualification Standards Handbook, however, these applicants who wish to be considered under the ESEP will be rated separately under the IHS Excepted Service Qualification Standards, or under both standards, if requested. All Non-Indian Preference applicants will be considered under OPM Qualification Standards. The two Qualification Standards are essentially the same, however, any Time-In-Grade requirements will not apply to ESEP applicants. Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements.

**QUALIFICATIONS REQUIRED:**

|       |  |           |  |
|-------|--|-----------|--|
| GS-11 | Ph. D. or equivalent doctoral degree   | <b>OR</b> | 1 year of Specialized Experience equivalent to at least the GS-9 |
|       | <b>OR</b> 3 full years of progressively higher level graduate education leading to such a degree | <b>OR</b> | LL.M., if required   |

Major study - computer science, information science, information systems management, mathematics, statistics, operations research or engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field

**Specialized Experience:** Experience that demonstrated accomplishment of computer project assignments that required a wide range of knowledge of computer requirements and techniques pertinent to the position to be filled. This knowledge is generally demonstrated by assignments where the applicant analyzed a number of alternative approaches in the process of advising management concerning major aspects of ADP system design, such as what system interrelationships must be considered, or what operating mode, system software, and/or equipment configuration is most appropriate for a given project.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** may be allowed in accordance with the Office of Personnel Management Qualification Standards Handbook or IHS Excepted Service Qualification Standards, whichever is applicable.

**TIME-IN-GRADE REQUIREMENTS:** MPP candidates must have completed at least one (1) year of service at the GS-9 grade level for the GS-11. Time-in-grade provisions do not apply under ESEP.

**EVALUATION METHODS:** When required by Personnel Regulations, an evaluation will also be made to the extent to which experience, education, training, self-development, outside activities, and/or awards demonstrate that basically qualified applicants possess the Ranking KSA's described below. This will determine the Highly qualified applicants among the Basically qualified eligibles. Measurement of possession of the KSA's will be accomplished through review of the Application forms, performance appraisals (MPP candidates only), the Narrative Statement related to the KSA's, employment interviews and reference check results.

**Ranking KSA's:**

1. Knowledge of hardware and software systems network operations function such as MUMPS, RPMS, VA File Man, Windows Operating System, Windows 2000 server, Windows 2003 Server, Windows XP and administration of a Microsoft Active Directory network.
2. Skill in adapting program approaches in the formulation of programming specifications for new systems and major changes to existing systems.
3. Ability to configure, install, implement computer systems, identify needed network systems, modifications and refers all aspects of the work to the network and user requirements.
4. Ability to install and administer local telephone systems utilizing IP Telephony.
5. Ability to communicate orally and in writing.

**APPLICATION PROCEDURES**

**SUBMIT APPLICATION TO THE FOLLOWING ADDRESS:** Southeast Region Division of Human Resources, Claremore Indian Hospital, 101 S. Moore, Claremore, OK 74017. All applications become property of the Division of Human Resources and will not be returned. Therefore, all original documents and the completed application forms should be duplicated before being submitted. **ALL APPLICATIONS AND FORMS MUST ACTUALLY BE RECEIVED IN HUMAN RESOURCES BY 4:30 P.M. ON THE CLOSING DATE. ELECTRONICALLY FILED APPLICATIONS (e-mail attachments) WILL BE ACCEPTED. FAXED APPLICATIONS WILL NOT BE ACCEPTED.** We do not fax vacancy announcements. For further information or application forms contact the duty location Human Resources Office, 918-342-6425 or the Oklahoma City Area, Human Resources Office at 405-951-3718 or 951-3750. Forms may also be available at nearest IHS facility. Vacancy announcements may also be downloaded from the OPM Website - USAJOBS at <http://www.usajobs.opm.gov> or IHS Website at <http://www.ihs.gov>. The IHS Website has current vacancy locations listed.

**EMAIL APPLICATIONS:** These applications must be sent as an email attachment to: [claremore.vacancy@ihs.gov](mailto:claremore.vacancy@ihs.gov). The Vacancy Announcement Number must be included in the subject line of the e-mail. Additional required forms may be sent as e-mail attachments or mailed as hard copies. Application materials provided by different means must be cross-referenced so they may be combined at the Human Resources office. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

**APPLICATION FORMS LISTED BELOW MUST BE SUBMITTED AND INDIVIDUALLY IDENTIFIED  
BY ANNOUNCEMENT # SER-06-0143-CM**

1. **The Federal Government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment.** Applicants must submit one of the following: (1) OF-612 (Optional Application for Federal Employment), (2) SF-171 (Application for Federal Employment), (3) Resume, or (4) any other written application format. **For (3) and (4) see "ADDITIONAL INFORMATION REQUIRED FOR RESUMES AND ...." section below.** On the SF-171, items 37-47 should not be completed. Position Descriptions will not be accepted.
2. **"Declaration for Federal Employment"- OF-306 (revised January 2001), must be fully completed and submitted with current dated signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.** Form may be downloaded from: the IHS Human Resources Website at <http://www.ihs.gov/NonMedicalPrograms/DHR/index.cfm?module=applicants>.
3. **Verification of Indian Preference:** If claiming Indian Preference, applicants must submit a copy of a properly completed and signed Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS". Current employees with acceptable proof (as identified above) on file in their Official Personnel Folder are still required to submit a copy of the required BIA form 4432 with their applications. **Indian Preference will not be given unless the BIA form 4432, as previously explained, is attached to the application/resume.**
4. **Copy of latest Personnel Action (SF-50),** if a current or former Federal Employee, **and** if requesting Reinstatement Eligibility, the **SF-50 proof of Career or Career-Conditional Status** must be submitted.
5. If claiming Veterans' Preference or eligibility for VEOA or other special appointing authority for Veterans, a copy of all DD-214 forms, one for each period of service, and if claiming 10-point Veterans' preference, a completed SF-15 with all supporting documents.
6. **A copy of your most recent performance appraisal** (required for current Federal employees).
7. **Narrative Statement,** related to the Quality Ranking Knowledge's, Skills, and Abilities (KSA's) as outlined in Evaluation Methods.
8. **A copy of college transcript(s),** listing the college courses and credits earned, is required in order to receive appropriate credit for education. **When allowed by Qualification Standards, copies of training certificates (non-college)** must be submitted for appropriate credit. Although a transcript is always preferred, a list of courses and credit hours earned is sufficient at the time of application; however, by the time of appointment, an appointee must provide an official college transcript (not a copy).
9. **To request CTAP/ICTAP special selection priority,** you must submit a copy of the RIF separation notice, Certification of Expected Separation (CES) or Notice of Proposed Separation for declining a Directed Reassignment or Transfer of Function outside the local commuting area.

### **ADDITIONAL INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:**

Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Division of Human Resources to make a determination that you have the required qualifications for the position. Applicants for positions in some occupational series must meet certification, licensure, or registration requirements, if required by law, in addition to meeting experience and/or educational requirements. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #6 (HIGH SCHOOL), #7 (COLLEGES AND UNIVERSITIES), #8 (WORK EXPERIENCE), AND #10 (JOB-RELATED TRAINING) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. **ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.**

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with Zip Code) and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Highest Federal civilian grade held (give Job Series and Dates held).
6. High School - Name, City, State (Zip Code if known), and date of Diploma or GED.
7. College and University Credit/Degrees - Name, City, State (Zip Code if known), Majors, Type and Year of any Degrees received (if no Degree show Total Semester or Quarter Hours earned).
8. Work Experience (paid and non-paid) - Job Title (include series and grade if Federal job), Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month, day and year), Hours Per Week, and Salary.
9. Indicate if we may contact your current Supervisor.
10. Job-related Training Courses, Skills, Honors, Awards, Special Accomplishments.

**NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERANS' PREFERENCE, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE.** All application forms are subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for Federal employment.

### **INSTRUCTIONS FOR PHS COMMISSIONED CORPS CANDIDATES**

#### **APPLICATION INSTRUCTIONS FOR PHS COMMISSIONED CORPS CANDIDATES**

Selection for this position will be in accordance with the Indian Preference policies of the Indian Health Service and the Area Office. Applications from Commissioned Corps Officers, who wish to receive Indian preference, will be evaluated by the Division of Human Resources, Southeast Region, using the same criteria as that stated in this announcement section for EXCEPTED SERVICE EXAMINING PLAN (ESEP) Civil Service applicants. For information on application procedures for the USPHS Commissioned Corps, please contact **Laura Goddard at 405/951-3742.**

#### **APPLICANTS MUST SUBMIT THE FOLLOWING:**

1. **Curriculum Vitae:** which states Announcement Number, Title and Grade of the job for which you are applying; Full Name, Mailing Address, Day and Evening Phone Numbers; Social Security Number; Work Experience (paid and non-paid) listing Positions held, Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month and year), Hours Per Week and Salary; and Job related Training Courses, Skills, Honors, Awards, Special Accomplishments.
2. **Verification of Indian Preference:** Applicants who wish to receive Indian Preference must submit required documentation as outlined in Civil Service APPLICATION PROCEDURES of this vacancy announcement.
3. **Current Licensure Requirements:** Refer to Civil Service APPLICATION PROCEDURES of this vacancy announcement for specific documentation, if required for this position.
4. If required for this position(s), the attached, "**Addendum to Declaration for Federal Employment (IHS) in Child Care and Indian Child Care Worker Positions**" for Civil Service and Commissioned Corps applicants. This OMB Approved Form No. 0917-0028 (expires 2/28/09) is available at nearest IHS Facility, and must be fully completed and submitted with current dated signature. Form may be downloaded from the IHS HR Website at: <http://ihs.gov/NonMedicalPrograms/DHR/Documents/ApplicantInfo/PL101-630.pdf>
5. **Copy of college transcript(s),** listing the college courses and credits earned, is required in order to receive appropriate credit for education.
6. **A copy of current Billet Description.** (Active Duty officers only).
7. **SELECTIVE FACTOR:** Refer to Civil Service APPLICATION PROCEDURES of this announcement for specific information to submit, if there is a Selective Factor requirement listed.

**SELECTION FOR THIS POSITION WILL BE IN ACCORDANCE WITH THE INDIAN PREFERENCE POLICIES OF THE INDIAN HEALTH SERVICE AND THE OKLAHOMA CITY AREA. CANDIDATES, IF CLAIMING INDIAN PREFERENCE, MUST FURNISH THE APPROPRIATE DOCUMENTATION AS EXPLAINED UNDER "APPLICATION PROCEDURES" OR WILL BE CONSIDERED AS A NON-INDIAN CANDIDATE.**

RECRUITMENT CASE FILE CONTACT:

Brenda Coachman  
Human Resources Specialist  
(JR# 041361, 52Central# 06-2290)